

TECHNICAL BID

Name of work: C.A.M.C. of Central Air-conditioning plant including chiller units, pumps, hot water generator for main building, New Lab Block & Plant Growth Facility along with air cooled package type units of Admin. Block & Server Room etc., at NIPGR Campus, New Delhi during the year 2016-17.

CLIENT: DIRECTOR NIPGR,
NEW DELHI

TENDER DOCUMENT

Name of work:

C.A.M.C. of Central Air-conditioning plant including chiller units, pumps, hot water generator for main building, New Lab Block & Plant Growth Facility along with air cooled package type units of Admin. Block & Server Room etc., at NIPGR Campus, New Delhi during the year 2016-17.

CLIENT:

DIRECTOR, NIPGR
NEW DELHI

COST OF TENDER DOCUMENT: ₹ 500.00

TENDER DOCUMENTS

Name of work: C.A.M.C. of Central Air-conditioning plant including chiller units, pumps, hot water generator for main building, New Lab Block & Plant Growth Facility along with air cooled package type units of Admin. Block & Server Room etc., at NIPGR Campus, New Delhi during the year 2016-17.

Owner : Director, NIPGR, JNU campus, New Delhi

Tender Issued to :

**Place for submission/
Place opening of tender document:**

NIPGR Campus,
Aruna Asaf Ali Marg,
New Delhi-110067

**Consultant Engineer
NIPGR, New Delhi**

Last date for sale of tenders: 13.05.2016 up to 04.00 P.M.
Date/Time of submission : 16.05.2016 before 3.00 P.M.
Date/Time of opening : 16.05.2016 at 03.30 P.M.

**Consultant Engineer
NIPGR, New Delhi**

Handwritten initials

TENDER FORM

To

The Consultant Engineer
NIPGR Campus,
Aruna Asaf Ali Marg,
New Delhi.

Dear Sir,

I/We have read and examined the following Tender Documents relating to the **“C.A.M.C. of Central Air-conditioning plant including chiller units, pumps, hot water generator for main building, New Lab Block & Plant Growth Facility along with air cooled package type units of Admin. Block & Server Room etc., at NIPGR Campus, New Delhi during the year 2016-17.”**

- Tender Form
- Notice Inviting Tender
- General Conditions
- Instruction to bidders
- General Information
- Memorandum
- General conditions of contract agreement
- General site rules, procedures and precautions
- Terms & conditions
- Certificate of Site Inspection
- Schedule of Quantities

I/We hereby offer to execute the work complete in all respects specified in the under written Memorandum within the time specified therein or during the allowed extended time at the rates specified in the bill of Quantities and in accordance with the specifications, designs and instructions in writing referred to in the conditions of tender.

(Seal & Signature of Contractor)



NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

Aruna Asaf Ali Marg, New Delhi – 110 067

Phone: 26735138 / 26735161 Fax: 26741658

F. No. NIPGR/Engg./5/6/2016-17

Dated: 22.04.2016

NOTICE INVITING TENDER

Sealed item rate Tenders are invited in two bid system on behalf of the Director, NIPGR, Aruna Asaf Ali Marg, New Delhi – 110 067 for the comprehensive annual maintenance contract of Central Air-conditioning plant from approved and eligible contractors of CPWD / State PWD and those on approved list of MES, Railways, Govt. Autonomous organizations, State / Central Govt. undertaking / PSUs / other reputed organizations, so as to reach this office up to 3.00 P.M. on or before 16.05.2016.

Name of work: C.A.M.C. of Central Air-conditioning plant including chiller units, pumps, hot water generator for main building, New Lab Block & Plant Growth Facility along with air cooled package type units of Admin. Block & Server Room etc., at NIPGR Campus, New Delhi during the year 2016-17.

Sl. No.	Estimated Cost (In ₹)	EMD (In ₹)	Time for Completion	Last date & time for sale of Tender Documents	Date & time of Submission of tenders	Date & time of opening of tenders
1.	2.	3.	4.	5.	6.	7.
1.	41.00 Lakhs	82000	12 months	13.05.2016 4:00 P.M.	16.05.2016 3:00 P.M.	16.05.2016 3:30 P.M.

Tender documents can be obtained upto 4:00 P.M. on all working days on payment of ₹ 500.00 (₹ Five hundred only) in cash (Non refundable) towards the cost of tender. Earnest money in the form of Demand Draft of a Scheduled Bank issued in favour of the Director, NIPGR, New Delhi will be submitted.

Tender can also be downloaded from our website www.nipgr.ac.in and from the Public Procurement Portal website www.eprocure.gov.in. The tenderer must submit ₹ 500 towards the cost of tender in the form of DD drawn in favour of Director NIPGR payable at New Delhi. Tender received without the cost of tender will not be considered.

The bids will be accepted in respect of those contractors having successfully completed three similar works each costing not less than ₹ 16.40 lakhs or two similar works each of value not less than ₹20.50 lakhs or single similar work of value not less than ₹ 32.80 lakhs and having annual financial turnover of ₹ 50 lakhs, during the last three years ending 31st March, 2016. Similar works means "C.A.M.C. of Central AC Plant and associated equipments" in Government organizations, Govt. Autonomous organizations, PSUs and other reputed organizations having individual chiller capacity of at least 200TR

Only Manufacturers (OEM) or their authorized dealers for maintenance of high Side equipment i.e. Chilling Units are eligible to quote. The tenderer must submit a copy of the certificate of authorization / manufacturer along with tender.

Intending tenderers must enclose self attested copies of Completion Certificates of having completed the work satisfactorily issued by an authority not below the rank of Executive Engineer or equivalent and copy of PAN and TIN numbers along with other requisite certificates/documents. Tenders received without their details / documents will not be considered.

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GENERAL CONDITIONS

1. Sealed tenders on item rate basis are hereby invited for the work of "C.A.M.C. of Central Air-conditioning plant including chiller units, pumps, hot water generator for main building, Lab Blocks & Plant Growth Facility along with air cooled package type units of Admin. Block & Server Room etc., at NIPGR Campus, New Delhi during the year 2016-17"

The tender document consists of Tender form, Notice Inviting Tender, Instructions to bidders, General Information, Memorandum, General Conditions of contract Agreement, General Site Rules, Procedures and Precautions, Schedule of Quantities, Terms & Conditions, which can be had at a cost of ₹ 500.00 (₹ Five hundred only) from the office of Consultant Engineer, NIPGR CAMPUS, New Delhi. Tender documents can also be downloaded from the website of the Institute at www.nipgr.ac.in and on Public Procurement Portal at www.eprocure.gov.in. Bid in the prescribed tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.
2. The tender documents shall be placed in sealed cover as mentioned in Procedure of Submission of tender and addressed to the Consultant Engineer, NIPGR Campus, New Delhi. The tender shall be received by the Consultant Engineer, NIPGR Campus, New Delhi before 3.00 P.M. on 16.05.2016. and shall be opened on the same day at 3.30 P.M. in presence of the tenderers or their authorized representatives who may like to be present. Any envelope received after the said date and time shall not be entertained under any circumstances and no consideration what so-ever shall be given to anything that might be contained in any such envelope.
3. The initial period of contract shall be for 12 months which may be extended further, depending on performance of the agency and at discretion of NIPGR.
4. Every tender shall be accompanied by earnest money for ₹ 82000.00 in the form of demand draft drawn in favour of the Director, NIPGR payable at New Delhi. Any tender not accompanied by such earnest money will be rejected straight away.
5. The contractor will submit his tender after examining the tender documents, scope of work, specifications, clauses, additional terms of contract agreement, special terms & conditions, bill of quantities and after visiting the site of work.
6. The quoted rates shall remain valid for 180 days from the date of opening of Tender. The value/scope of work of tender can be increased or decreased and any item can be added, deleted, withdrawn or substituted without any notice as per the requirements of NIPGR without assigning any reason.
7. If a tenderer whose tender is accepted fails to undertake the work as per award letter, the earnest money / security deposit deposited will be forfeited.
8. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
9. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
10. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR.
11. The successful tenderer shall have to sign the contract agreement within 10 days of the award of work.
12. All the correspondence on the tender shall be addressed to the Consultant Engineer.
13. In case the work is not performed to the satisfaction of the Consultant Engineer, NIPGR. The Security deposit submitted may be forfeited or Bank Guarantee submitted may be encashed.

Consultant Engineer

Contractor

INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS:

The works referred here-in shall cover the entire scope of the proposal which includes C.A.M.C. of Central AC Plant and associated equipments "which the NIPGR desires to get carried out. The "Owner" where appearing in these documents shall mean Director, NIPGR,

2. PROCEDURE FOR SUBMISSION OF TENDERS:

The following procedure shall be adopted for submission and opening of tenders. The sealed envelope shall be SUPERSCRIBED Tender for "C.A.M.C. of Central Air-conditioning plant including chiller units, pumps, hot water generator for main building, New Lab Block & Plant Growth Facility along with air cooled package type units of Admin. Block & Server Room etc., at NIPGR Campus, New Delhi during the year 2016-17."

ENVELOPE NO.- 1

This envelope shall contain only the earnest money deposit, cost of tender (if downloaded from website), technical bid, Copy of PAN, TIN, ESI & PF and authorization Certificate, site visit Certificate and will be opened first.

ENVELOPE NO.- 2

This sealed envelope shall contain the financial bid of the contractor as per bill of quantities. This envelope shall be opened only after the EMD contained in envelope No.1 & technical bid is found in order as per the requirements of NIPGR. The date of opening of price bid shall be intimated later on.

The sealed cover containing envelope 1 & 2 shall be opened on the prescribed date and time in the presence of tenderers or their authorized representatives who may wish to be present.

3. TENDERERS TO STUDY ENTIRE TENDER DOCUMENT CAREFULLY:

Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted himself of the nature, scope and specifications of the works to be followed.

4. TENDERER TO SUBMIT THE ENTIRE TENDER DOCUMENT:

The tenderer shall submit all documents issued to him for the purpose of this tender after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.

5. INSTRUCTION FOR FILLING THE TENDER:

Tenders shall be forwarded under cover or a letter type written on the tenderer's letter-head and duly signed by the tenderer. Signatures must be in long hand, executed in ink by a duly authorized person of the tendering firm. No oral, telegraphic or telephonic tenders or subsequent modifications there-to shall be entertained; If a tender is submitted on behalf of the partnership firm, then all the partners shall sign or may be signed by one in whose favour all the partners have given General Power Of Attorney. In case of tender submitted by a company, it shall be signed by one who has been authorized by the Board of Directors through a resolution. Copy of resolution and the authority letter in favour of the person signing must accompany the tender.

6. TENDERERS TO QUOTE FOR ALL ITEMS AND IN FIGURES & WORDS:

The tenderer shall quote his rates in words and figures with reference to each item and must enter for all the items shown in the attached Bill of quantities. Incomplete offer shall be liable for rejection. In case there is a discrepancy in "words" and "figures", the rate in words will be taken as correct for evaluation of tender. All quantities should be calculated as per

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percentage given by the contractor and total should be given of every sub head and grand total should also be given of all heads. The total amount shall be written both in figures and in words.

7. VALIDITY PERIOD OF OFFERS:

The rates quoted in the tender shall hold good for 180 days from the date of opening of the tender. The validity period shall be extendable with the mutual consent of both the parties. No tenderer can withdraw/or modify his tender or revoke the same within the said period of 90 days. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition his earnest money deposit shall stand forfeited.

8. TENDERER TO SIGN ALL PAGES:

The tenderer shall stamp and sign at the bottom right hand corner of every page of the tender documents in token of acceptance of tender conditions and for the purpose of identification.

9. ERASURES AND ALTERATIONS:

Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

10. TENDERER TO SATISFY HIMSELF OF SITE CONDITIONS:

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tender regarding nature of the site conditions, the means of access of the site, the accommodation they may require and in general obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender in any manner. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no compensation or otherwise of any charges incurred or to be incurred consequent on any misunderstanding or otherwise shall be admissible. He should also sign the site visit certificate enclosed with technical Bid.

11. EARNEST MONEY:

The tender shall be accompanied by earnest money of ₹ 82000.00 in the form of Demand Draft only drawn in favour of the Director, NIPGR payable at New Delhi. Earnest money of the unsuccessful bidder(s) shall be refunded after expiry of the validity period of the tenders/allotment of works whichever is earlier.

12. TENDER LIABLE TO REJECTION:

Tenders which do not fulfill all or any of the conditions laid down in this notice, or contain conditions not covered and / or not contemplated by the Conditions of contract and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected and his earnest money will be forfeited.

Tenders shall also be liable for rejection on any of the following grounds :-

- i) Tenders submitted late
- ii) Tenders containing remarks uncalled for.
- iii) Conditional tenders
- iv) Tenders not submitted on prescribed Performa.
- v) Telegraphic tenders.

13. CORRESPONDENCE:

Tenderers must mention their postal address and telephone number(s) of the Chief Executive/authorized agent or attorney in the tender. The tender submitted by the tenderer will be rejected if he or his agent cannot be contacted on the last known address or on the intimated telephone number(s) after reasonable search in which event earnest money may be forfeited by the NIPGR.

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- 14. NIPGR NOT TO ASSIGN ANY REASON FOR REJECTION OF TENDER:**
NIPGR hold absolute discretion to accept or reject the lowest or any other tender without assigning any reason. No claim on this account shall be entertained.
- 15. AMENDMENT IN TENDER DOCUMENTS:**
NIPGR reserves the right to revise or amend the Bid Documents upto the date prior to the date notified for opening of the tenders and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever.
- 16. REFERENCE IN TENDER DOCUMENTS:**
Director, NIPGR, shall be referred as "Owner" in all the documents of Tender documents/contract agreement.
- 17. CONSULTANT ENGINEER**
Where ever the word "Consultant Engineer" occurs it shall mean the authorized Engineer appointed by the NIPGR for the superintendence of the execution of works.

Consultant Engineer

Contractor

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GENERAL INFORMATION

1	Accepting Authority	Director, NIPGR, New Delhi.
2	Reference Book	i) CPWD specifications (Latest as on date of tender) ii) B.I.S. specifications (latest edition)
3	Earnest money	₹ 82000.00 to be furnished with the tender in the form of the demand draft (No interest is payable on security deposit & E.M.D.).
4	Security deposit	<p>The security deposit will be collected by deductions from the running bills of the contractors at the rate mentioned below and the earnest money, if deposited at the time of tender, will be treated as part of security deposit. Performance Guarantee shall be an amount equal to 5% of the tendered and accepted value of work in one of the following forms:</p> <ol style="list-style-type: none"> 1. Deposit at call receipts / Banker's cheque/D.D./Pay Order of scheduled bank. 2. An irrevocable Bank Guarantee Bond of any scheduled bank or the State Bank of India in prescribed form given in the Annexure. <p>A sum @ 5% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will amount to Security Deposit of 5% of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as Performance Guarantee within the period prescribed for commencement of work in the letter of award issued to him.</p>
5	Authority competent to grant extension of time	Director NIPGR or authorized person by Director, NIPGR
6	Tools & plants	To be arranged by contractor
7	Schedule of Minimum wages	As per notification issued by CPWD.
8	Authority competent to reduce the compensation amount	Director, NIPGR
9	Release Security Deposit / Performance Guarantee	The Performance Guarantee shall be refunded to the contractor on completion of the work and recording of completion certificate and the Security Deposit be released after one year of completion of work.
10	Periodicity of submission of interim Bills	Quarterly (once in 3 months)
11	Authority Competent to Appoint Arbitrator	Director, NIPGR

Consultant Engineer

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MEMORANDUM

a)	Name of work		C.A.M.C. of Central Air-conditioning plant including chiller units, pumps, hot water generator for main building, New Lab Block & Plant Growth Facility along with air cooled package type units of Admin. Block & Server Room etc., at NIPGR Campus, New Delhi during the year 2016-17.
b)	Estimated cost		₹ 41.00 Lakhs
c)	Earnest money		₹ 82000.00 in the form of Demand Draft in favour of NIPGR payable at JNU CAMPUS,, New Delhi. (No interest is payable on earnest money).
d)	Time allowed for the completion of work		12 months

Place
Date:

(Seal & Signature of Contractor)



GENERAL CONDITIONS OF CONTRACT AGREEMENT

SECURITY DEPOSIT

1. The person/persons whose tender may be accepted (herein after called the contractor) shall permit Consultant Engineer at the time of making any payment to him for works done under the contract to deduct such sum as will amount to 10 % of all moneys so payable to be held by the Consultant Engineer, by way of security deposit. Earnest money shall also be adjustable towards this security deposit. All compensation or other sums of money payable by the contractor to Consultant Engineer under terms of this contract may be deducted from his security deposit or from any account what so ever, and in the event of his security deposit being reduced by reason of any such deduction, the contractor shall within 10 days thereafter make good in cash any sum or sums which may have been deducted from his security deposit or any part thereof.

CARRYING OUT OF WORK

2. All the work shall be carried out in accordance with CPWD specifications prevalent as on date of tender & strictly as per the specifications given in the tender to the total satisfaction of the Architect. In the case of an item for which specification are not available in the said specifications relevant BIS specifications applicable as on the date of tenders shall be followed.

Consultant Engineer

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GENERAL SITE RULES, PROCEDURES AND PRECAUTIONS

1 SITE WORKING RULES AND REGULATIONS

a) The contractor shall furnish Consultant Engineer, NIPGR the Power of Attorney name and signature of his authorized representative who will be in-charge of the execution of the works at site. The contractor shall also furnish the list of technically qualified persons employed by him for execution of the works.

b) Save as otherwise specifically provided in this Agreement the rates and prices herein, unless otherwise stipulated elsewhere in this Agreement, include all the costs, expenses and outlays of the contractor for executing the works and fulfilling all the obligations of the Contractor under this agreement.

Consultant Engineer

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SCHEDULE OF QUANTITIES

ITEM NO.	DESCRIPTION OF ITEM	QTY.	UNIT	RATE	AMOUNT
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Attached at pages :

Should this tender be accepted, in whole or in part I/We hereby agree to abide by and fulfill all the terms & provisions of the conditions of tender as applicable or in default there of a sum of ₹ 82000.00 deposited by me/us as earnest money in favour of NIPGR , New Delhi., shall stand absolutely forfeited to NIPGR.

I/We agree:

- (i) that should I/We fail to commence the work specified in the above mentioned Memorandum the NIPGR without prejudice to any other right or remedy shall be at liberty to forfeit the earnest money. Otherwise the said earnest money shall be retained and adjusted towards security deposit mentioned in the above Memorandum.
- (ii) to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

The names and postal addresses and contract phone nos. of our representative(s) authorized to deal with this tender are:

1)

2)

3)

Dated the _____ day of _____ 2016

Signature of Tenderer

(Undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized)

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
- b) I/We do not have any dispute with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such 'Certificates/Documents' found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides 'forfeiture of Earnest Money Deposit' and 'Blacklisting' etc.
- e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR shall be authorized to forfeit the EMD submitted by me/us.

Seal and Signature of the Authorized
Person of the Agency

Name and designation of the
Authorized Person of the Agency

Place:

Date:

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**'CERTIFICATE FOR SITE INSPECTION'
Pre-qualification criteria of NIT**

Certified that we have visited the site on And assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also that we will be able to execute the work suit to the site conditions.

(Signature of Bidder with seal)

Name:

Address:

Date:

Consultant Engineer

Handwritten signature

CHECK-LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES

Sl. No.	Documents asked for	Page number at which document is placed
1.	Tender Cost	
2.	Earnest Money	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/ Directors also.	
3.	Undertaking on a Non-judicial Stamp Paper of `100/- (as per format prescribed in Annexure-I).	
4.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
5.	Certificate of manufacturer / Authorization from Manufacturer.	
6.	Self attested copy of Service Tax Registration No.	
7.	Self attested copy of valid Registration number of the firm/agency.	
8.	Self attested copy of valid Provident Fund Registration number.	
9.	Self attested copy of valid ESI Registration No.	
10.	Proof of experiences of last three years ending March 31, 2016 as specified in the NIT along with satisfactory performance certificates from the concerned department/ Office.	
11.	Annual turnover of last three financial years ending March 31, 2015 duly certified by the Statutory Auditors.	
12.	Any other documents, if required.	

Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.

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TERMS & CONDITIONS

Name of work: C.A.M.C. of Central Air-conditioning plant including chiller units, pumps, hot water generator for main building, New Lab Block & Plant Growth Facility along with air cooled package type units of Admin. Block & Server Room etc., at NIPGR Campus, New Delhi during the year 2016-17.

1. The tenderers are advised to visit the site, i.e., the location of the equipments, routes of pipes / cables, etc., before tendering. It shall be presumed that while quoting, the tenderer has taken due note of the working conditions and also sign & submit the site visit certificate is enclosed as per Annexure-II
2. All required tools such as Test lamps, ladder, Spanners, cutting pliers, screw drivers, Grease gun, vacuum cleaner / blower, other T&P like multi-meter, Tong-tester, etc., required for the proper maintenance of the installation shall be arranged by the contractor.
3. The contractor is responsible for watch & ward and the upkeep of the installations in perfect working condition, carrying out routine check and to attend any breakdown immediately.
4. Proper record has to be maintained for all the complaints attended and the routine checks and cleaning shall be carried out.
5. After taking over the site, the contractor will check all the installations and submit the report mentioning the defects during taking over the system within 15 days. After 15 days every defect noticed will be attended by the contractor.
6. Informing the Department well in advance about the requirement of any spares, consumables items necessary for satisfactory maintenance and upkeep of the A.C. system.
7. Any loss or damage to the inventory by way of theft sabotage or mal-operation of equipment and machinery shall be made good by the contractor at his own cost.
8. Contractor would be bound to execute such additional items, which can be termed as logical, essential and necessary (even though not listed) for the effective execution of the work in totality, rates for such items of work shall be rationally analyzed / derived and would be binding on the contractor.
9. Attendance register / Log Book for the visit of the staff engaged shall be maintained by the Contractor and the same shall be countersigned by the Institute.
11. The security deposit will be returned after one month of completion of the contract period or payment of last bill, whichever is earlier.
12. The contractor shall be responsible for good behavior and character of the staff engaged by him.
13. A separate service booklet for NIPGR shall be maintained by the contractor in which all the entries in respect of A/C's shall be made & shall be got certified by the user of the A/C / Institute.
14. The total rates quoted by the agency shall be inclusive of material and labour charges.
15. The validity of CAMC is initially for 12 months which may be curtailed / extended at the discretion of the Institute and on satisfactory performance.
16. The rates quoted in the price bid shall be inclusive of all taxes (VAT, Service Tax, Sales Tax, etc.) and nothing extra will be paid.
17. The rates are inclusive of all the material required at site i.e included in scope of work except Actuator motor/valve/water piping/gate valve/globe valve, modulating and mixing valve, make up water and expansion tank, insulation, ducting, sheet metal, outdoor condenser coils, refrigerant piping, back grille, dampers, grills, diffusers, false ceiling, microvee and HEPA Filters, doors, locks, gasket, heating elements, auto defrost system, hinges.

18. TDS shall be affected as per prevailing rules.
19. The contractor is responsible for the upkeep of the installation in perfect working condition, and to attend any breakdown immediately.
20. The following work comes in the scope of the CAMC :-
- a) Attending of any number of break down calls during working hours or beyond as required.
 - b) Any spare parts supplied by the department will be fitted free of cost (indigenous or imported).
 - c) Any other service pertaining to the effective performance of the A/C unit.
 - d) Free replacing of the defective/worn out parts with new or repaired parts for compressor/thermostat/cut outs of the equipment due to ageing or negligence.
 - e) Descaling of condensers/chemical cleaning of evaporator coils and working parameters of the plant.
 - f) Checking of Compressor for its proper working.
 - g) Any problem related to BMS system installed.
 - h) Annual pumping down and restarting as and when required by the institute
 - i) Repairing of equipment at site/ service station.
 - j) Painting of Chillers and pumps once in a year.
 - k) Any electrical component such as MCB, MCCB, thimble of the Electrical Panel with all associated components shall be arranged.
24. The inventory for the HVAC System is enclosed.
25. Preventive maintenance checks shall be carried out quarterly and record of having checked shall be maintained and submit their service report in case units are not checked Pro-rata recovery shall be made from the R.A. bills.
26. Electricity and water will be supplied free of cost by NIPGR. The material for servicing like pipe, motor, pump, ladder etc., shall be arranged by the contractor & nothing extra shall be paid.
27. Any accident / electrocution caused due to negligence or during the course of normal work etc., shall be responsibility of the Contractor. The contractor shall be responsible for all compensation to the staff engaged by him.
28. Department shall in no way be involved in any dispute of any kind between the contractor and the staff engaged by him.
29. The contractor shall arrange uniform for all the workers at his own cost & nothing extra will be paid. If, staff does not reaches office in uniform, recovery @ Rs. 100/- per day per person shall be made from the bill.
30. The necessary details of the staff members shall be given in advance so as to know and allow the individual to attend complaint.
33. No labour below the age of 18 years shall be employed on work.
34. Agency shall maintain log book as well as History Book at site and shall record the data as per instruction of the Institute.
35. The Institute has the right to increase / decrease the no. of equipments or scope of work, therefore agency must submit rate analysis of the amount quoted in order to derive the same.
37. The department reserves the right to terminate the contract by giving one month notice in writing during the currency of the contract without any financial repercussions on either side.

38. Any damage to the building equipment caused during the execution of work, shall be the responsibility of the contractor to restore the same in its original position and nothing extra shall be paid on this account.
39. The Institute will not be responsible, if any accident occurs or whatsoever due to negligence of worker employed & no compensation shall be paid by the Institute.
40. The contractor shall provide sufficient safeguard to avoid any accident.
41. If a tenderer whose tender is accepted fails to undertake the work as per terms & conditions of the contract or as mentioned in the award letter, the earnest money deposited will be forfeited.
42. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
43. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
44. The agency shall rectify all the equipments attached with AHU, FCU, Chiller etc such as temperature controllers, humidity controllers, Fire dampers, heaters etc under the above scope of work
45. All the pages of the tender should be signed by the owner of the firm or his authorized signatory. In case the tenders are signed by the authorized signatory, a copy of the power of attorney / authorization may be enclosed along with tender.
46. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
47. To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing **but no change in the price or substance of the bid offered shall be permitted.**
48. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate. In case two or more agencies are found to have quoted the same rates, then NIPGR shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.
49. The Bidder shall submit Certificate of Authorized Service Partner or Manufacturer and Experience Certificates of completion of similar nature.
50. The bidder shall quote the total price of the contract "including all taxes" both in words & in figures. In case of variation between works & in figures, the lowest shall be considered.
51. Proof of financial turnover with a minimum of **₹ 50 lacs** per annum for the each of the last three years duly attested by CA.
52. The bidder should have an office in proximity of New Delhi / NCR of Delhi.
53. There should be no case pending with the police against the Proprietor / Firm / Partner or the Company (Agency).

54. The bidder should have the following Registrations and details of the same should be provided in the Technical Bid.

- i) Documents of previous experience in the field and list of organizations to which services are being provided at present.
- ii) Permanent Account Number Card (PAN) and TIN number.
- iii) PF Registration number
- iv) ESI Registration number
- v) Service Tax Registration number
- vi) An undertaking on a Non-Judicial Stamp Paper worth `100/- duly notarized (Annexure I), and duly filled in Annexure III in all respects, may also be furnished with the technical bid

55. Following checks shall be carried out during the servicing / monthly check:

- (a) Check for refrigerant leaks and proper refrigerant levels on the high and low pressure sides. Repair all leaks.
- (b) Check condenser coil and clean if needed. Keep debris away from unit.
- (c) Straighten any bent heat exchanger fins on condenser coil.
- (d) Check suction pipe insulation and replace if needed.
- (e) Lubricate fan motors and bearings. Replace worn bearings.
- (f) Check fan blades for damage and clean if needed.
- (g) Check all wiring, electrical connections, contactors, capacitors, relays, etc., for wear, cleanliness and proper operation.
- (h) Visually inspect compressor and check amp draw.
- (i) Check condensate drain and pan then advise of any discrepancies.
- (j) Check expansion valve & coil temperatures, lubricate parts as needed.
- (k) Check evaporator coil and advise if dirty or if it needs cleaning.
- (l) Check the shape that the total system is in and advise client / customer of discrepancies.

56. The schedule of comprehensive maintenance contract, exclusions and general conditions along with list of equipments installed and NIPGR Campus is enclosed for reference and records.

57. PAN/TIN issued by the respective departments must be mentioned while quoting the rates.

PAN No.:

TIN No.:

Consultant Engineer

SCHEDULE OF COMPREHENSIVE MAINTENANCE CONTRACT

- i. The Plant will be serviced four times in the contract period. One of these services will be rendered positively before the onset of summer to ensure trouble free working of the Plant during the summer. If no preventive maintenance is carried out recovery @ Rs. 3000 / unit per service shall be carried out.
- ii. The compressor will be checked for its proper functioning. All spare parts/consumable/dehydrator core and oil whenever required, shall be supplied free of cost.
- iii. The next service will be rendered in the quarter after the summer season.
- iv. Leak testing of the entire refrigeration system and free of cost top-up of refrigerant gas as and when required.
- v. Compressor, motor, condenser/chiller/AHU/exhaust/fresh air fan cooling tower fan motor with their respective starter shall be tested for trouble free functioning. Any spares required shall be supplied free of cost.
- vi. Testing and maintenance of Safety controls of chillers, such as LP, HP and OP cutout, solenoid valve, thermostat, flow switches etc.
- vii. Pressure gauges for condenser/chiller shall be checked for their correctness and if required replacement of gauges and associated pipes/nipples shall be done free of cost.
- viii. Descaling of condenser, changing of oil by opening end cover, cleaning of compressor sump, evacuation, oil changing, dehydration core changing as and when required or as per directions of Engineer In charge.
- ix. Test maintain and greasing of all the pump and motor, including replacement of any defective part required for proper working.
- x. Servicing and maintenance of AHU's including fan, motor, coil, filters, and Y-strainer. Any spares required shall be supplied free of cost.
- xi. All spare parts of Electrical Starter's Panel of AC supply system will be replaced free of cost as and when required.
- xii. AHU controls (i.e. modulating motors, thermostats, humidity states, fire dampers etc.) should be repaired, as and when required.
- xiii. The Console Control Panel (BMS System) should be operational at all the times.

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EXCLUSIONS

Following are **EXCLUDED** from the **SCOPE OF WORK**:

- 1) Replacement / modification to water piping, sheet metal ducting, grilles/diffusers, masonry work, carpenter work. However, any leakages in the AC pipeline shall be attended.
- 2) Replacement/modification of electrical cabling.
- 3) Replacement of water line fitting, valves and accessories. (Repair is included).
- 4) Insulation, false ceiling work and any painting work. However, leakage areas due to malfunctioning of AC plant's piping should be repaired/painted at firm's cost.
- 5) Refrigerant gas, if leaked due to tempering by any other Agencies.
- 6) Only repairs of major equipment such as Pumps, Cooling tower, AHU's, is included in the Scope of work. However, firm shall ensure satisfactory performance of the equipments.
- 7) Replacement of any major equipment such as Condenser, Chiller, Pumps, Cooling Tower AS A WHOLE.

NOTE:

1. Firm has to maintain History Cards for each equipment. Firm has to provide all the necessary maintenance services and the same shall be recorded in the History Cards of the equipment. Copy of the Preventive Maintenance Check List is enclosed for your reference.
2. Firm should put all efforts to rectify the defects at the earliest. **Firm's response time for attending to complaint shall be 04 hours from the time of logging of complaint** with our Customer Care Cell. Minor faults such as adjustment of controls, tightening of V-belts, etc. shall be attended on the same day. In case of major faults, such as, gas leakage, motor burn-out, replacement of fans, motor rewinding, etc., firm shall try to minimize the down time. However, finalization of Down Time period shall be mutually discussed, considering the circumstances.

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GENERAL

1) Limitation to liability

- a) In case of any failure and/or break down, firm shall endeavor its best to put the Plant in operation soonest possible. Firm will be liable for any consequential losses or damage.
- b) The Firm would be responsible for its workers in terms of its services, payment of salaries, compensation etc. and NIPGR, would not be responsible for any dues other than the agreed contract amount for cleaning services. The workers would also not have any claim for regularization of their services with the NIPGR.

2) Force Majeure

No Liability shall be attached to the firm for any damage due to natural calamities such as Earth Quake, War, Civil Commotion and Willful damage.

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EQUIPMENTS INSTALLED IN MAIN BUILDING

Sub: CAMC of Central AC Plant including package units , ceiling mounted ductable units. AHU's, FCU's and all associated accessories installed at NIPGR

S.No.	Description	Qty	Capacity of Unit	Total Load
1	Chiller No. 1	1	150 TR	150
2	Chiller No. 2	1	150 TR	150
3	AHU Ground Floor Library	1	15 TR	15
4	AHU Ground Floor Lecture Hall	1	34 TR	34
5	AHU 1st Floor Board Room	1	5 TR	5
6	AHU Ground Floor Confocal Facility	1	4TR	4
7	AHU Ground Floor CIF Facility	1	15 TR	15
8	AHU Ground Floor Lab	4	8 TR	32
9	AHU Ground Floor Lab	4	8.5 TR	34
10	AHU 1st Floor Board Room	4	22 TR	88
11	AHU 1st Floor Board Room	1	23 TR	23
12	AHU Ground Floor	4	4.7 TR	18.8
13	AHU Second Floor	5	22.5 TR	90
14	FCU Director's Office	2	2.0 TR	4
15	Package Unit Ground Floor & 1st Floor	2	10 TR	20
16	Package Unit Ground Floor & 1st Floor	2	17	34
17	Ductable AC	2	17	34
18	Chilled water & hot water pumps	9		
19	Hot water Generator	1	150 KW	
20	BMS System Complete	1		
21	VFD	2		
22	All other related equipments			

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EQUIPMENTS INSTALLED IN PLANT GROWTH FACILITY

Sub: CAMC of Central AC Plant including package units , ceiling mounted ductable units. AHU's, FCU's and all associatd accessories installed at NIPGR Campus New Delhi

S.No.	Description	Qty	Capacity of Unit (TR)	Total Load (TR)
1	Chiller No. 1	1	48	48
2	Chiller No. 2	1	48	48
3	Chiller No. 3	1	48	48
4	AHU	4	15	60
5	FCU	4	1.5	6
6	FCU	1	2	2
7	Chilled water pumps	3		
8	All other related equipments			

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EQUIPMENTS INSTALLED IN NEW LAB BLOCK

Sub: CAMC of Central AC Plant including package units , ceiling mounted ductable units. AHU's, FCU's and all associatd accessories installed at NIPGR Campus New Delhi

S.No.	Description	Qty	Capacity of Unit (TR)	Total Load (TR)
1	Chiller No. 1	1	200	200
2	Chiller No. 2	1	200	200
3	AHU Lab 106-110	5	23	115
4	AHU Lab 206-210	5	23	115
5	AHU Lab 006- Lab 008	3	23	69
6	AHU Lab 009 A - 010 A	2	4.5	9
7	AHU Lab 009 A - 010 A	2	2.5	5
8	AHU Lab 009 A - 010 A	2	5.5	11
9	FCU	30	1	30
10	Chilled water pumps	3		
11	Hot water Generator	2		
12	Hot water Pumps	3		
13	BMS System Complete	1		
14	All other related equipments			

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FINANCIAL BID

Name of work: CAMC of Central AC Plant including chiller units, pumps, hot water generator for main building, New Lab Block & Plant Growth Facility along with air cooled package type units of Admn. Block & Server room etc., at NIPGR Campus, New Delhi during the year 2016-17.

CLIENT : DIRECTOR NIPGR
NEW DELHI



SCHEDULE OF QUANTITY

Sub: CAMC of Central AC Plant including package units , ceiling mounted ductable units. AHU's, FCU's and all associatd accessories installed at NIPGR Campus New Delhi						
S.No	Description	Unit	Qty	Rate	Amount	
1	CAMC of Central AC Plant including package units , ceiling mounted ductable units. AHU's, FCU's and all associatd accessories installed for Main Building, New Lab Block and Plant Growth Facility of NIPGR Campus New Delhi	per month	12			
		GRAND TOTAL				

in words :